

EXTENSION

Institute of Food and Agricultural Sciences



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The Art of Action

Lets face it, you might have a lot of great ideas or visions at work, but what's the point if they're never put into action? It might seem like an easy thing to do, but when its all said and done, executing ideas into action needs to be a well thought out process.

Here's what you need to do the next time you're at work and a great idea pops into your head.

- **#1) Start backwards.** Many ideas are doomed from the beginning because we forget or don't even think what the end result is supposed to be. Its essential that when you start, you begin with the end in mind—then map out the entire process from conception to birth.
- **#2) Get aligned.** Even the best actionable ideas can fail if they don't match up with your or your company's goals. This is the 'true test" of whether the idea will survive. If executing your idea conflicts with your company's major goals or practices, its time to adjust or drop the project altogether.
- **#3) Take Stock.** The next step is simply assessing your needs. Take inventory of what or whom you need to get things done. If you're lacking, it's time to buy, build, or adapt.
- **#4) Recruit and execute.** Get others involved. If you're not capable or willing to be the leader, appoint someone who is. Make sure they can implement and integrate your concept into the company's reality.

The Well Workplace November 2001

Handwashing in the Workplace

With cold and flu season now upon us, many people use common sense cleaning practices at home to defend the family against harmful germs. But what about the place we spend most of our waking hours - work? A new survey released by the Soap and Detergent Association (SDA) reveals that the workplace is often a weak link in the fight to prevent the contraction and spread of infectious diseases. In SDA's latest National Cleaning Survey a significant population of American workers (40 percent) neither washes their hands often enough nor long enough.

Handwashing is recognized by the Centers for Disease Control and Prevention (CDC) as one of the most important means of preventing germs from spreading. CDC recommends washing your hands with soap and water for at least 15 seconds.

Here are a few tips for when to wash your hands at work:

- » Each time you use the restroom
- » Before and after staff meetings, if food is served
- » After scanning newspapers or magazines
- » Before and after lunch
- » After using a co-worker's keyboard or tools
- » Before and after a meet-and-greet activity
- » When using shared office equipment, such as faxes, phones, etc.

Baldwin County Family & Consumer Science Newsletter – Feb.-Apr. 2002

100 Years Of Eating in the U.S.

- **Cold breakfast cereals** begin to push hot cereals off grocery shelves.
- **Hershey** introduces its chocolate bar. The first ice cream cone is served.
 - Canned tuna is introduced.
- **Plump** is the preferred body type. Slim is considered sickly.

1910 To 1919

- **Margarine** use is on the rise, but butter is still preferred.
- **Ice cream sales** hit 150 million gallons a year.

1920 To 1929

- **Heart disease** passes tuberculosis as America's leading cause of death.
 - Broccoli is introduced from Italy.
 - Slim becomes stylish.

1930 To 1939

- Red meat, fruit and vegetable intakes rise as the Depression ends.
- Kraft's Macaroni & Cheese Dinner appears and cooking "from scratch" begins to decline.
- **Foods fortified** with vitamins and minerals are endorsed by the American Institute of Nutrition.

1940 To 1949

- **Fast food** is born: McDonald's opens its first burger stand.
 - Meat-eating is up again.

• **A study** of eating habits – designed to find out why many young World War II draftees have health problems – finds that less than 25% of Americans eat healthfully.

1950 To 1959

- **TV dinners** are introduced.
- **Margarine** overtakes butter in sales.
- **Research** links heart disease with high saturated fat intake.

1960 To 1969

- **Red meat** and chicken intakes rise.
 - Whole grains gain popularity.

1970 To 1979

- Vitamin C gains superstar status.
- **Soft drink consumption** rivals that of milk (and surpasses it by 1980).
- A federal nutrition committee tells us our diets are too *high* in fat, sugar, salt, fatty meats and fatty dairy products, and too *low* in whole grains, fruits and vegetables.

1980 To 1989

- Dairy and egg intakes are down
- but we eat more high-fat ice cream.
- Omega-3 fats (from fish, flaxseed etc.) are found to be good for the heart.
 - Fish and poultry intakes are up.



1990 To 2000

- **Low-fat snacks** flood grocery shelves. Ironically, we become more overweight than ever before.
- **Nutritionists** say we're eating too many refined carbohydrates (foods made with refined grains and/or sugar, such as cookies, crackers and chips).
- **Researchers** distinguish between "good" monounsaturated and omega-3 fats and "bad" saturated and trans fats.

Hope Health Letter November 2000

When Counting Calories, Don't Forget to Count:

- Candy from a candy dish.
- Food eaten with diet sodas.
- Peanuts and pretzels eaten on planes.
- Alcoholic beverages.
- Food sampled at the grocery store.
- Food you eat standing in front of the refrigerator.
- Snacks you eat at the movies or a ballgame.
- Food from vending machines.

Home Economics Notes – February 2002

The Procrastination Bug

We all give in to it now and then. We wait until the last minute to complete a school, work or home project, then freak out and finish in a caffeine-induced frenzy, only to be left with a nagging question hovering in the back of our minds: Would I have done better work if I had started earlier? We put off those pesky household tasks until they

swell into seemingly insurmountable chores. We doodle, doodle and dodge our days away, and still those un-fun jobs remain undone, weighing heavy on our minds.

Procrastination: It's the biggest robber of time that I know. It will drain your energy, beat you down and throw you into a pile of clutter. But don't worry, it's not all gloom and doom. There's an easy way to combat procrastination: Don't do it. If you follow the antiprocrastination formula, you'll never have to fall prey to the P-word again.

- Make a prioritized "to do" list every day. Your "A" list should consist of tasks that absolutely need to be done today. The "B "list contains things that should be done soon, but things won't fall apart if you can't get to them today. And the "C" list denotes the lowest priority tasks, those things that, if you never get to them, it'll be OK.
- □ Pick the most horrific, dreaded task you have on your list. Do it first. Get that awful task, whatever it is, done first, and the rest of your day will be a breeze. You won't have that cloud hanging over your head, and you can actually enjoy life for a change.
- □ When it comes to mail and paperwork, follow the FREE system. F--file it. R--Recycle it. E--Enter information on your daily planner or calendar (don't hang it on your refrigerator). E -- Every day spend five minutes putting paper in its proper place.
- Delegate. Ask co-workers and household members to share the work with you. Sometimes people say it's easier just to do things

themselves than to ask for help. This attitude not only creates more work for yourself, but also fosters laziness in the people in your life.

- □ Budget your time. Set up a kitchen timer, and give yourself a certain amount of time to do a task. Once the ringer goes off, you have to move on to the next task. (This helps to keep from spending too much time on fun chores and neglecting the arduous one.)
- Create rituals out of the yucky tasks, and reward yourself for completing them. For instance, you might want to make Saturday family yard workday, topped off by pizza and a movie.

These tips should help you manage the urge to procrastinate. But don't beat yourself up. If you slip up now and then, just remember we all do from time to time.

Home Economics Notes January 2002

Bonemeal Bonanza!

Researchers at the University of Arkansas have found that performing yard work at least once a week appears to be one of the best ways to build and maintain healthy bones. Using a complex method of statistical analysis, they found that women aged fifty and over who worked in the garden and those who lifted weights had comparable bone density. The results are considered important, says The Hartford Courant, because exercise is an effective way to prevent the bone-loss disease osteoporosis, many women at greatest risk have a hard time choosing and sticking to a regimen.

Gardener's Corner

This is one of the busiest months in the garden and landscape. Lawns begin to green up; there are flower and vegetable beds to prepare and plant and established shrubs and perennials need some maintenance.

March Tips

■ Locate your owner's manual and service the mower according to the manufacturer's recommendations. Also, sharpen the blade and make sure that it is set at the right height for your kind of grass.

Recommended mowing heights:

Centipede	1.5 - 2.0 inches
St. Augustine	2.5 – 4.0
Bermuda	0.5 - 1.5
Bahia	3.0 - 4.0
Zoysia	1.0 - 2.0
Carpet	1.5 - 2.0

- Prepare the annual flower and spring vegetable garden by applying an organic amendment (peat, compost, manure or mushroom compost) generously. Spread a 3 inch layer over the soil surface and mix with the upper 6 inches of soil by thoroughly tilling or spading. If the amendment used is fresh, moisten the bed and allow it to set for about 3 weeks before planting.
- Establish the vegetable garden during mid to late March, depending upon weather conditions. Delay planting as long as nights remain cold. These vegetables can be started by direct seeding: beans (bush, green, pole and lima), cantaloupe, sweet corn, cucumber, okra, southern peas, summer and winter squash. Look for healthy seedlings and transplant: tomatoes, peppers, eggplants and peppers.

■ The application of "weed preventers" or "weed and feed" type products if used, should be timed very carefully. Most of these products are formulated to be applied just before or at the time of weed seed germination.

There are two species of plants that can be helpful in determining the right time to apply preemergent herbicides. When dogwoods and azaleas are in full bloom, crabgrass and other spring weeds are beginning to germinate. **Note**: Use these as indicator plants only. Avoid applying weed control products within the root zone of desirable woody or herbaceous ornamentals.

■ Prepare to provide maintenance of azaleas as soon as the flowering season is over. Fertilize with an "Azalea – Camellia" specialty product. Add mulch beneath plants to maintain a 2½ to 3 inch layer on the soil surface. Prune, if necessary, before mid-June.

Local websites

Most local information about gardening and other Extension activities are sent to two websites.

The Santa Rosa County site, which is http://www.co.santa-rosa.fl.us/. Once there, click on "County Extension Office" and a menu of the different program areas appears.

The Gulf 1 site also makes available announcements and articles from our office. The site address is http://www.gulf1.com/.

Dan Mullins Horticulture Agent

RECIPES

MERRY MUNCHIES

1/2 c. butter or margarine, softened 11/2 c. firmly packed brown sugar

1 egg

1 tsp. vanilla

11/2 c. all-purpose flour

11/2 tsp. baking powder

¼ tsp. salt

1 c. golden raisins

1 c. chopped English walnuts

Heat oven to 350°F. Grease cookie sheets. Combine butter, brown sugar, egg, and vanilla; beat until light and fluffy. Stir in flour, baking powder, and salt; mix well. Stir in raisins and walnuts.

Drop by tablespoonfuls onto greased cookie sheets. Bake in upper third of oven at 350°F. for 10 to 12 minutes. Remove from cookie sheets; cool on wire racks. Makes 3 dozen cookies.

Bertha Christian Pace-Pearidge FCE Club

Served at First-Timer's Tea at District I Meeting.



Vegetable Couscous

½ c. diced celery
1 medium onion, diced
¼ c. julienned sweet yellow pepper
¼ c. julienned sweet red pepper
2 Tbsp. olive *or* canola oil
1 medium zucchini, diced
¼ c. minced fresh basil *or* 4 tsp. dried basil
¼ tsp. garlic salt
½ tsp. pepper
Dash hot pepper sauce

1 c. uncooked couscous 1½ c. chicken broth

In a large skillet, saute the carrots, celery, onion and peppers in oil for 5-6 minutes or until crisp-tender. Add the next five ingredients; mix well. Stir in the couscous. Add broth; bring to a boil. Cover and remove from the heat; let stand for 5-8 minutes. Fluff with a fork and serve immediately.

Yield: 4 servings.

Nutritional Analysis: One serving (1¼ cups) equals 272 calories, 8 g fat (1 g saturated fat), 0 cholesterol, 513 mg sodium, 43 g carbohydrate, 4 g fiber, 8 g protein. **Diabetic Exchanges:** 2 starch, 1 lean meat, 1 fat



South-of-the-Border Pizza

1 Tbsp. cornmeal

1 loaf (1 pound) frozen bread dough, thawed

½ lb. lean ground beef

1 medium onion, chopped

1 sweet yellow pepper, chopped

1 garlic clove, minced

1 can (16 oz.) fat-free refried beans

1 c. salsa

1 can (4 oz.) chopped green chilies

1 to 2 tsp. chili powder

2 c. (8 oz.) shredded reduced-fat Mexican-blend cheese

2 medium tomatoes, chopped

2 c. shredded lettuce

Coat two 12-in. pizza pans with nonstick cooking spray; sprinkle with cornmeal. Divide the bread dough in half; roll each portion into a 12-in. circle. Transfer to prepared pans. Build up edges slightly; prick dough thoroughly with a fork. Bake at 425° for 12 minutes or until lightly browned.

Meanwhile, in a skillet, cook the beef, onion, yellow pepper and garlic over medium heat until meat is no longer pink; drain. Stir in refried beans, salsa, chilies and chili powder; heat through. Spread over the crusts; sprinkle with cheese. Bake 6-7 minutes longer or until cheese is melted. Top with tomatoes and lettuce; serve immediately. **Yield:** 2 pizzas (6 slices each).

Nutritional Analysis: One slice equals 250 calories, 7 g fat (3 g saturated fat), 20 mg cholesterol, 706 mg sodium, 31 g carbohydrate, 5 g fiber, 17 g protein. **Diabetic Exchanges:** 2 lean meat, 1½ starch, 1 vegetable.

The use of trade name in this publication is solely for the purpose of providing specific information. It is not a guarantee, warranty, or endorsement of the product names and does not signify that they are approved to the exclusion of others.

Sincerely,

Linda K. Bowman, R.D., L.D. Extension Agent IV Family & Consumer Sciences Santa Rosa County

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